



JOHN HOEVEN  
GOVERNOR

## STATE OF NORTH DAKOTA

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### EXECUTIVE ORDER 2000-11

NOW, THEREFORE, I, John Hoeven, by the authority vested in me, as Governor of the State of North Dakota, do hereby order that the North Dakota Emergency Operations Plan be put into effect and promulgated to all appropriate entities in the state. The plan assigns tasks and responsibilities to state departments and agencies and establishes a broad concept for conducting response and recovery operations if an emergency or disaster threatens or occurs anywhere in the state.

I further order that all state departments and agency administrators maintain resource capabilities for executing their assignments pursuant to this plan.

This order is issued upon the following bases for the following reasons:

1. The Governor is vested with the executive authority pursuant to Article V, Section 1, of the North Dakota Constitution.
2. The Governor is vested with statutory authority to issue executive orders to minimize or avert the effects of a disaster or emergency pursuant to Chapter 37-17.1 of the North Dakota Century Code.
3. A coordinated and effective effort of all state departments and agencies is required to minimize or avert the effects of disasters and emergencies in this state.

Executive Order 1999-01, dated January 21, 1999, is hereby revoked.

Executed at Bismarck, North Dakota, this 28<sup>th</sup> day of December 2000.

  
JOHN HOEVEN  
Governor

Attest:

  
Secretary of State

\_\_\_\_\_  
Deputy



# **Basic Document of the North Dakota Emergency Operations Plan**

***1976***

***Revised 1987, 1993, 1999, 2001, 2003***

This plan has been prepared by the N.D. Division of Emergency Management through the cooperation of departments and agencies of state government. Funds for this plan development were provided by the Federal Emergency Management Agency and the state of North Dakota.



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## **Authorities**

PL 920 Federal Civil Defense Act of 1950, as amended  
PL 100-707, Robert T. Stafford Disaster Relief  
and Emergency Assistance Act, as amended  
NDCC 37-17.1 North Dakota Disaster Act of 1985, as amended

## **Purposes**

- The State Emergency Operations Plan (EOP) defines responsibilities for emergency operations of departments and agencies of state government.
- The State EOP ensures a coordinated effort by federal, state, local and tribal governments and volunteer agencies in the management of emergencies or disasters of national, state or local scope to save lives and to protect property and the environment.

## **Assumptions**

- Emergencies or disasters affecting lives, property, environment and the economic well-being of the citizens of North Dakota have and will continue to occur.
- Emergencies or disasters are the result of natural or technological hazards or threats to homeland security.
- State response and recovery operations will vary significantly by hazard or incident.
- The magnitude and impact of the hazard/incident will determine the level of implementation of the State EOP or commitment of state resources.
- Emergency or disaster operations may impact the daily activities of state government and require a delay in achieving department and agency objectives.
- State operations are designed to support local and tribal efforts. Therefore, state assistance is intended as a supplement to, not a substitute for, local and tribal emergency operations.
- Management of emergencies or disasters will require coordination and cooperation among departments and agencies of state government, as well as with federal, local, tribal and volunteer agencies.
- In the absence of local plans for specific hazards or incidents, appropriate procedures within the State EOP may be utilized.

## **Execution**

This plan is in effect at such time as:

- An emergency or disaster occurs or is imminent.
- The State Coordinating Officer (SCO) requests appropriate state departments or agencies to perform emergency operations in response to a hazard/incident that has the potential for becoming an emergency or disaster.
- An emergency or disaster is declared by the Governor of North Dakota.

## **Concept of Operations**

### **General**

State government emergency or disaster operations will be guided by the State EOP, which is comprised of the Basic Document, ten (10) functional annexes and a resource library. These functional annexes contain procedures, policies and reference material from the state departments and agencies, to include hazard-specific incident response procedures. When the State EOP is implemented, all or parts of these documents, plans or procedures can be activated.

The Governor has the overall responsibility to direct and control state government operations necessary to support local emergency or disaster operations, and to protect the state and its people from dangers presented by an emergency or disaster.

### **Governor**

The Governor will execute emergency responsibilities by proclamations, executive orders and directives to facilitate emergency operations. The Governor delegates authority to coordinate emergency operations to a SCO.

### **State Coordinating Officer (SCO)**

The SCO shall be the Director of the North Dakota Division of Emergency Management (DEM), unless otherwise designated by the Governor. The SCO is responsible for coordinating all state emergency operations.

### **Functional and Task Coordinators**

Departments and agencies of state government are assigned tasks and responsibilities in ten (10) functional annexes. They are referred to as Functional Coordinators and Task Coordinators. Functional Coordinators are assigned responsibility for coordinating all activities within a particular functional annex. Task Coordinators are responsible for coordinating specific tasks within each functional annex and may provide on-scene technical assistance.



## **On-Scene Coordinator (OSC)**

The SCO may assign and dispatch an OSC as a liaison to:

- facilitate requests for assistance;
- establish contact and maintain coordination with officials at the scene;
- provide technical assistance as requested;
- gather information for state officials;
- validate the need and assess the requirements for state assistance; and
- coordinate the utilization of committed state resources.

A chart outlining the coordination and control relationships among the Governor, the SCO, state departments and agencies (Functional and Task Coordinators) and the OSC appears on page 6.

## **Phases of Operations**

Emergency operations are conducted in three phases: pre-emergency; emergency; and recovery. Following is a brief description of these phases.

### **Pre-Emergency**

The pre-emergency phase includes such actions as initial assessment, alerting and initial mitigation activities dictated by the situation.

It is the day-to-day responsibility of state, local and tribal emergency management organizations to assess the impact or potential impact of natural or technological hazards or incidents, or threats to homeland security, on the lives and property of the citizens, the environment and the economy. All state departments and agencies must also attempt to monitor and assess conditions that could develop into an emergency or disaster situation. Information concerning the assessment of these impacts shall be provided to DEM.

When DEM officials receive information concerning a potential emergency situation, an initial assessment will be conducted to determine the needs and requirements to mitigate the actual or potential impact. DEM will alert and brief the Governor and other state officials and implement appropriate portions of the State EOP, as required.

### **Emergency**

During the emergency phase, state government will support local and tribal governments by expanding warning and emergency public information and other mitigation activities, to include: actions to save lives and property; meeting basic human needs; the emergency restoration of essential services; and protection of the environment.

During this phase, extensive assessment is necessary. Situation reports will be provided by DEM to the Governor, impacted state departments and agencies, local, tribal and state government officials and appropriate federal and volunteer organizations. State departments and agencies must continue to provide information to DEM to ensure the accuracy of the assessment and completeness of situation reports.

When assessment information provided to DEM indicates that the situation is beyond the capability of local and tribal governments, the Governor will declare an emergency or disaster, and available state resources will be utilized as necessary. Departments and agencies will utilize existing resources to the maximum extent practicable to execute their tasks/responsibilities. This may require extending these resources to other departments and agencies and levels of governments.

Emergency or disaster operations of state government will be directed from the State Emergency Operations Center (EOC) located at Fraine Barracks (Building 035), Bismarck, North Dakota, or alternate EOCs as necessitated by the situation. Three alternate EOCs, located at the Stark County Law Enforcement Center, the Stutsman County Law Enforcement Center and the Richland County Law Enforcement Center, have been pre-established by agreement and plan. The State EOC will be activated and staffed immediately by DEM and N.D. State Radio Communications personnel.

If the situation is limited in scope and magnitude, the SCO will alert task coordinator(s) based on their specific tasks/responsibilities within the plan and may request their relocation to the State EOC.

The SCO may also dispatch an OSC as a liaison between officials on scene and the State EOC.

A State Joint Information Center (JIC) may be established.

If the magnitude of the situation warrants, Functional Coordinator(s) will be activated by the SCO and will be requested to relocate to the State EOC to coordinate activities within their assigned functions.

If the emergency assistance needed is beyond both local and state capability, the Governor will request federal assistance.

## **Recovery**

The recovery phase is initiated after the Governor has declared a disaster, and the basic emergency needs of the public and private sector have been addressed.

State government must be prepared to make a transition from a supporting role during the pre-emergency and emergency phases to a leadership role in the recovery phase.

To fulfill this role, the state will coordinate outside assistance and/or request the President to declare an Emergency or Major Disaster.

The state's goal during the recovery phase will be to ensure:

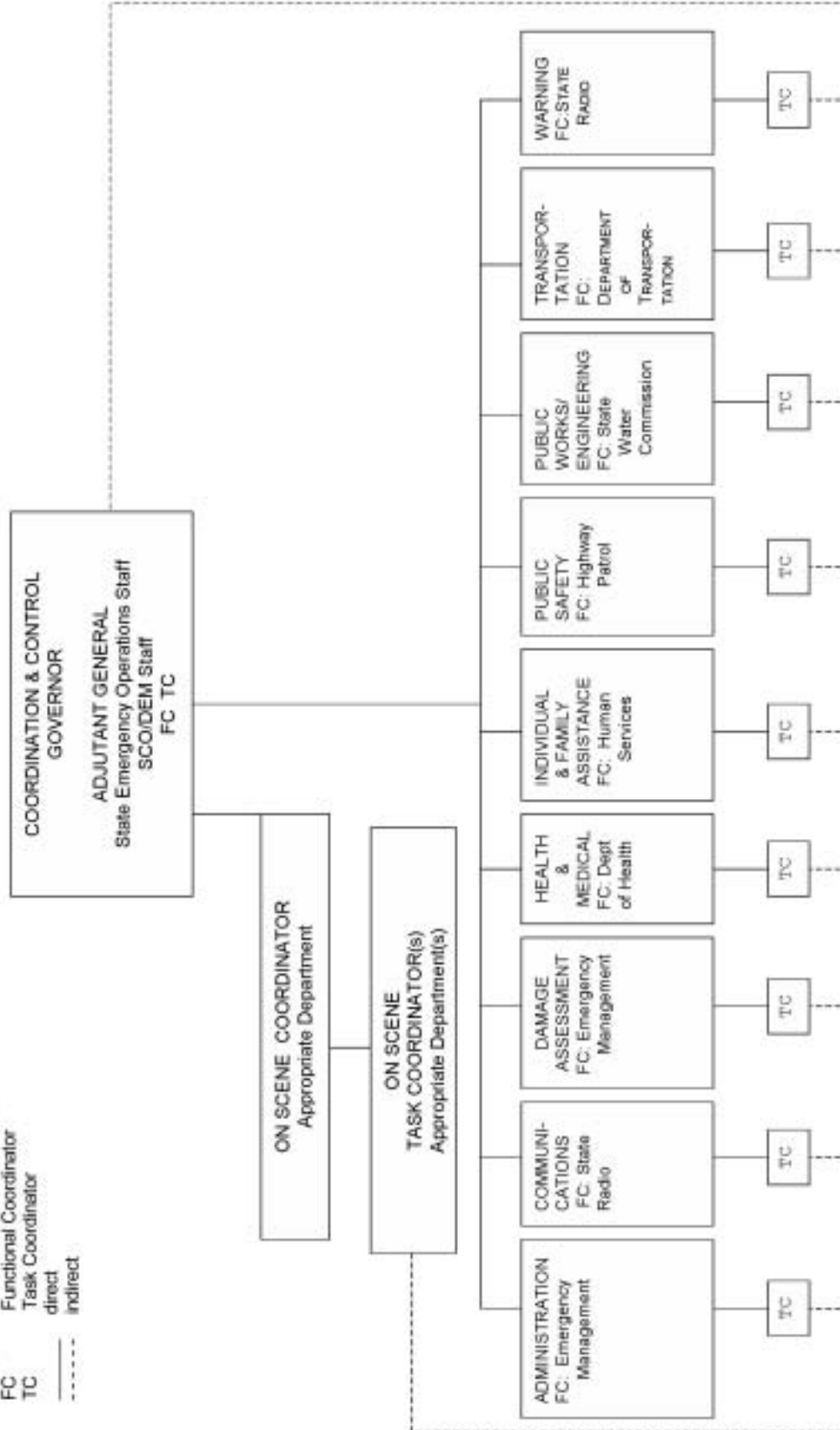
- restoration of public and private property;
- individuals' and families' necessary expenses and/or serious needs are met;
- restoration of the environment to meet acceptable standards;
- economic stabilization; and
- long-term mitigation.

**If a Presidential Emergency or Major Disaster is declared:**

- 1) State government will coordinate all federal assistance provided to the state, working closely with the Federal Coordinating Officer (FCO).
- 2) The SCO will also serve as the Governor's Authorized Representative (GAR).
- 3) A Federal-State Disaster Field Office (DFO) will be established to provide a headquarters for the effective coordination of state and federal recovery activities, to include a Federal-State JIC.
- 4) Disaster Recovery Centers may be established within the disaster area. These centers will provide individuals and families with information about assistance programs. In some instances, assistance may be available for individuals unable to apply independently.
- 5) Public officials' briefings, sometimes referred to as "applicant briefings," will be held for representatives of impacted jurisdictions to advise them of the types of assistance programs available, the manner in which the assistance will be made available and any administrative requirements necessary to facilitate the assistance.
- 6) Detailed damage surveys are then scheduled for eligible applicants by designated state and federal agencies. Eligible work is authorized once the damage surveys are completed.
- 7) The state administers and coordinates the management of each assistance program.

# COORDINATION AND CONTROL RELATIONSHIPS CHART

SCO State Coordinating Officer  
 FC Functional Coordinator  
 TC Task Coordinator  
 ----- direct  
 ----- indirect



**FUNCTIONAL ANNEX CHART  
and  
FUNCTIONAL TASK LISTING CHART**

## FUNCTIONAL ANNEX CHART

The relationship between state departments and agencies to functional annexes within the State Emergency Operations Plan is portrayed on this Functional Annex Chart.

<b>* Functional Coordinator</b> Responsibility X Task Coordinator Responsibility Department <b>Department</b>	Administration	Coordination & Control	Damage Assessment	Health & Medical	Individual & Family Assistance	Public Safety	Communications	Transportation	Public Works & Engineering	Warning
<b>Governor</b>	X	*	X	X	X	X	X	X	X	X
<b>Adjutant General</b>		*								
Civil Air Patrol		X				X	X	X		
<b>Emergency Management</b>	*	*	*	X	X	X	X	X	X	X
National Guard	X	X	X	X	X	X	X	X	X	
Aeronautics Commission		X						X		X
Agriculture, Department of		X	X	X	X					
State Veterinarian		X		X						
Attorney General	X	X		X	X					
Bureau of Criminal Investigation		X				X		X		X
Fire Marshal		X		X		X				
Auditor	X	X								
Bank of North Dakota	X	X								
Commerce, Department of		X								
Community Services, Division of	X	X			X			X		
Economic Development & Finance	X	X	X		X					
Corrections & Rehabilitation		X				X	X			
Electrical Board		X							X	
Financial Institutions	X	X								
Forest Service		X	X			X	X		X	
Game & Fish Department		X	X	X		X		X	X	
<b>Health, Department of</b>		X	X	*	X	X	X		X	

* <b>Functional Coordinator</b> Responsibility X Task Coordinator Responsibility Department <b>Department</b>	Administration	Coordination & Control	Damage Assessment	Health & Medical	Individual & Family Assistance	Public Safety	Communications	Transportation	Public Works & Engineering	Warning
<b>Highway Patrol</b>		X		X		*		X		X
Historical Society	X	X	X	X	X		X			
Housing Finance Agency		X			X					
<b>Human Services, Dept. of</b>	X	X	X		*		X			
Indian Affairs Commission		X								
Industrial Commission		X								
Geological Survey		X						X	X	
Oil & Gas Division		X		X						
Information Tech. Dept.	X	X				X				X
Insurance Department		X	X		X					
Job Service North Dakota	X	X			X					
Judiciary	X	X				X				
Municipal Bond Bank	X	X								
Office of Mgt. & Budget	X	X								
Central Personnel	X	X								
Facility Management		X	X				X			
Risk Management Division	X	X			X					
<b>State Radio Commun.</b>		X		X		X	*	X		*
Parks & Recreation Dept.		X	X	X		X	X	X	X	
Plumbing Board		X		X					X	
Public Instruction, Dept. of		X	X		X	X				
Public Service Commission		X	X		X					
Secretary of State	X	X								
Tax Department		X			X					
<b>Transportation, Dept. of</b>		X	X	X		X	X	*	X	X
University System		X	X		X					
<b>Water Commission</b>		X	X	X					*	
Workforce Safety & Ins.	X	X								

## **ADMINISTRATION ANNEX**

### **Functional Coordinator: Emergency Management**

**PURPOSE:** To provide a system for managing legal, fiscal, economic and administrative matters associated with emergency or disaster situations.

<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"> <li>• Alert administration staff</li> <li>• Prepare the State Emergency Operations Center for emergency operations</li> <li>• Advise state officials and, as appropriate, local and tribal officials on legal actions that they may exercise in handling emergency or disaster situations</li> <li>• Represent the state in legal proceedings resulting from emergency or disaster situations</li> <li>• Advise departments and agencies of state, local and tribal governments on management of vital records during emergency or disaster situations</li> <li>• Receive, process, file and maintain all official documentation of executive decisions and/or actions that affect emergency or disaster situations</li> <li>• Determine or estimate the cost of state response and recovery operations</li> <li>• Advise the Governor and state departments and agencies on requests for utilization of state funds (for response and recovery operations)</li> <li>• Conduct audits of state, federal and local funds utilized during emergency or disaster situations</li> <li>• Provide administration-related public information through the Joint Information Center</li> <li>• Provide specialized computer services and technical assistance to state departments and agencies for response and recovery operations</li> </ul>	<p>Emergency Management Emergency Management</p> <p>Attorney General</p> <p>Attorney General</p> <p>Information Technology</p> <p>Secretary of State</p> <p>Emergency Management</p> <p>Office of Management &amp; Budget</p> <p>Auditor</p> <p>Functional and Task Coordinators</p> <p>Information Technology</p>



## ADMINISTRATION ANNEX

(continued)

TASK/RESPONSIBILITY	TASK COORDINATOR
<ul style="list-style-type: none"> <li>• Review, as appropriate, memorandums of understanding among the state and federal, tribal, public and private agencies</li> <li>• Provide state, tribal and local governments with specialized disaster recovery assistance for restorable items</li> <li>• Assure continued operation of North Dakota's court during emergency or disaster situations</li> <li>• Provide specialized loan and grant programs to meet disaster relief needs and to provide for economic stability</li> <li>• Provide support for financial institutions affected by emergency or disaster situations</li> <li>• Provide assistance to local governments with contractor issues during emergency or disaster situations</li> <li>• Manage disaster recovery programs, as appropriate</li> <li>• Provide information related to emergency and disaster workplace injury/illness prevention and control</li> <li>• Provide information related to workers' compensation coverage requirements and claims processing during emergency or disaster situations</li> <li>• Assist with emergency- or disaster-related personnel issues</li> </ul>	<p>Risk Management</p> <p>Historical Society Risk Management</p> <p>Judiciary</p> <p>Bank of North Dakota Community Services Economic Development &amp; Finance Municipal Bond Bank Financial Institutions</p> <p>Attorney General Emergency Management Information Technology Job Service National Guard Secretary of State Workforce Safety &amp; Insurance</p> <p>Emergency Management Human Services Job Service</p> <p>Workforce Safety &amp; Insurance</p> <p>Workforce Safety &amp; Insurance</p> <p>Central Personnel</p>

**COORDINATION AND CONTROL ANNEX**  
**Functional Coordinator: Governor, Adjutant General,**  
**Emergency Management**

**PURPOSE:** To provide for coordination and control of state resources during emergency or disaster operations

<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"> <li>• Activate the State Emergency Operations Center</li> <li>• Activate state emergency operations staff</li> <li>• Provide a React Officer on a 24-hour basis</li> <li>• Ensure liaison with the local incident management system</li> <li>• Provide briefings for state emergency operations staff</li> <li>• Coordinate emergency or disaster operations</li> <li>• Assess emergency or disaster situations</li> <li>• Prepare and disseminate situation reports</li> <li>• Provide pertinent information for situation reports</li> <li>• Assist the Governor in preparation and dissemination of proclamations, executive orders and directives</li> <li>• Issue proclamations, executive orders and directives affecting emergency or disaster situations to facilitate state emergency operations</li> <li>• Receive and process requests for assistance from local governments</li> <li>• Provide technical assistance to local and tribal governments to include public assistance, hazard mitigation and debris removal</li> <li>• Determine appropriate actions to save lives and protect property and the environment</li> </ul>	<p>Emergency Management</p> <p>Emergency Management</p> <p>Emergency Management</p> <p>Emergency Management</p> <p>Emergency Management</p> <p>Emergency Management</p> <p>All Functional and Task Coordinators</p> <p>Emergency Management</p> <p>All Functional and Task Coordinators</p> <p>Emergency Management</p> <p>Governor</p> <p>Emergency Management</p> <p>All Functional and Task Coordinators</p> <p>All Functional and Task Coordinators</p>

## COORDINATION AND CONTROL ANNEX

(continued)

TASK/RESPONSIBILITY	TASK COORDINATOR
<ul style="list-style-type: none"> <li>• Establish the Joint Information Center to authorize and provide emergency and disaster-related information</li> <li>• Prepare, process and submit requests to the federal government for assistance</li> <li>• Coordinate utilization of federal government assistance to state, tribal and local governments</li> <li>• Ensure continuity of government</li> <li>• Utilize, as appropriate, memorandums of understanding between the state, federal, tribal, public and private agencies</li> <li>• Prepare and submit hazard mitigation recommendations</li> <li>• Prepare and submit after action reports to the State Coordinating Officer</li> <li>• Utilize, as appropriate, the Emergency Management Assistance Compact (EMAC)</li> </ul>	<p>Emergency Management Governor</p> <p>Emergency Management Governor</p> <p>All Functional and Task Coordinators Governor</p> <p>Emergency Management</p> <p>All Functional and Task Coordinators</p> <p>All Functional and Task Coordinators</p> <p>Emergency Management Governor National Guard</p>

DAMAGE ASSESSMENT ANNEX	
Functional Coordinator: Emergency Management	
PURPOSE: To provide a system for assessing private and public property damage resulting from emergency or disaster situations.	
TASK/RESPONSIBILITY	TASK COORDINATOR
<ul style="list-style-type: none"><li>• Activate damage assessment staff</li><li>• Coordinate damage assessment</li><li>• Assist in conducting damage assessment Coordinators</li><li>• Conduct damage assessment of:</li></ul> <div><div>Private</div><div>Residence</div><div>Primary Sector Business</div><div>Business</div><div>Agriculture</div><div>Historical</div></div> <div><div>Private Nonprofit</div><div>Educational Facilities</div><div>Elementary and Secondary</div><div>Colleges and Universities</div><div>Long-term Care and Medical Facilities</div><div>Emergency Facilities</div><div>Utilities:</div><div>Electric, potable water</div><div>Telephone</div><div>Religious Facilities</div></div>	Emergency Management Emergency Management Functional and Task  Emergency Management Human Services Economic Development & Finance Emergency Management Agriculture Historical Society   Public Instruction University System Health Insurance Department  Emergency Management Health Public Service Commission Emergency Management

## DAMAGE ASSESSMENT ANNEX

(continued)

TASK/RESPONSIBILITY	TASK COORDINATOR
<b>Public</b> Debris – Land Debris – Water Road Systems Water Resource Projects Utilities: Potable water, waste water and solid waste State-regulated gas, electric, telephone and railway companies Municipal-regulated or -owned gas and electric companies Buildings & Equipment: Elementary and Secondary Colleges and Universities Recreation State-owned (other than educational or recreational) Historical <ul style="list-style-type: none"> <li>• Provide damage assessment-related public information through the Joint Information Center</li> </ul>	Transportation Water Commission Transportation Water Commission Health Public Service Commission Transportation Emergency Management Insurance Department Public Instruction Insurance Department University System Forest Service Game & Fish Insurance Department Parks & Recreation Facility Management Insurance Department National Guard Historical Society Functional and Task Coordinators

<b>HEALTH AND MEDICAL ANNEX</b> <b>Functional Coordinator: Department of Health</b> PURPOSE: To coordinate health, environmental and medical support during an emergency or disaster situation.	
<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"> <li>• Activate health, environmental and medical staff</li> <li>• Provide technical assistance to control human communicable diseases</li> <li>• Provide technical assistance to assure safe public and private drinking water supplies and waste water disposal</li> <li>• Identify the need for and manage vector control operations</li> <li>• Manage the use of pesticides in vector control</li> <li>• Dispatch emergency medical transportation resources</li> <li>• Coordinate emergency morgue facilities</li> <li>• Provide health-, environmental- and medical-related public information through the Joint Information Center</li> <li>• Monitor emergency food supplies, feeding stations and public shelters to assure acceptable sanitation and fire safety standards</li> <li>• Manage the cleanup and disposal of hazardous substances and public health-threatening debris</li> <li>• Coordinate emergency medical support resources</li> <li>• Ensure liaison with appropriate federal agencies</li> <li>• Coordinate analysis of the environment and response and recovery from nuclear/radiological, biological, and chemical hazards</li> </ul>	Health Health Health Plumbing Board Health Agriculture Health Water Commission Health State Radio Attorney General Health Functional and Task Coordinators Fire Marshal Health Health Oil & Gas Division Health National Guard Health Health

## HEALTH AND MEDICAL ANNEX

continued

TASK/RESPONSIBILITY	TASK COORDINATOR
<ul style="list-style-type: none"><li>• Coordinate animal health environmental and medical response and recovery</li><li>• Provide assistance for animal health, environmental and medical response and recovery</li></ul>	State Veterinarian  Agriculture Game & Fish Health Highway Patrol Historical Society National Guard Parks and Recreation State Radio Transportation

**INDIVIDUAL AND FAMILY ASSISTANCE ANNEX**  
**Functional Coordinator:**  
**Department of Human Services**

**PURPOSE:** To provide emergency or disaster victims with services necessary to meet basic and special needs.

<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"> <li>• Activate individual and family assistance staff</li> <li>• Ensure liaison with appropriate federal agencies</li> <li>• Coordinate support to local and tribal governments for emergency feeding</li> <li>• Provide support for emergency feeding</li> <li>• Provide technical assistance to assure safe drinking water</li> <li>• Provide potable water support to local and tribal governments</li> <li>• Coordinate support to local and tribal governments for emergency shelter</li> <li>• Provide support to local and tribal governments for emergency shelter</li> <li>• Coordinate support to local and tribal governments for emergency donations distribution</li> <li>• Provide support for emergency donations distribution</li> <li>• Coordinate a temporary housing program with the federal government</li> <li>• Provide support for a temporary housing program</li> <li>• Ensure liaison with private relief agencies</li> </ul>	<p>Human Services Functional and Task Coordinators Public Instruction</p> <p>Agriculture National Guard Public Service Commission Health</p> <p>National Guard</p> <p>Community Services</p> <p>Human Services National Guard University System Emergency Management</p> <p>Economic Development &amp; Finance Human Services National Guard Community Services</p> <p>Housing Finance Agency</p> <p>Emergency Management Human Services</p>



## INDIVIDUAL AND FAMILY ASSISTANCE ANNEX

(continued)

TASK/RESPONSIBILITY	TASK COORDINATOR
<ul style="list-style-type: none"> <li>• Assist local and tribal governments in the collection and dissemination of victim information</li> <li>• Coordinate crisis counseling support</li> <li>• Assure that state, tribal and local relief efforts meet the needs of special needs population</li> <li>• Provide consumer assistance with legal issues related to emergency or disaster situations to include fraud, discrimination or disruption of attorney/client services</li> <li>• Assist individuals who have not been satisfied with insurance settlements resulting from emergency or disaster situations</li> <li>• Provide taxpayer assistance to victims suffering losses due to emergency or disaster situations</li> <li>• Coordinate the establishment and operation of Disaster Recovery Centers (DRCs) with federal counterparts</li> <li>• Support the establishment and operation of DRCs with federal counterparts</li> <li>• Administer specific disaster relief programs when implemented by the federal government</li> <li>• Administer employment and unemployment assistance programs for disaster victims</li> <li>• Provide individual and family assistance-related information through the Joint Information Center</li> <li>• Provide businesses and individuals with information on specialized disaster recovery assistance for restorable items</li> <li>• Coordinate and disseminate information regarding disaster and emergency agricultural relief programs</li> <li>• Provide assistance to local schools with displaced students</li> </ul>	<p>Emergency Management</p> <p>Health Human Services Human Services</p> <p>Attorney General</p> <p>Insurance Department</p> <p>Tax Department</p> <p>Emergency Management Human Services</p> <p>Functional and Task Coordinators</p> <p>Emergency Management Human Services</p> <p>Job Service</p> <p>Functional and Task Coordinators</p> <p>Historical Society Risk Management</p> <p>Agriculture</p> <p>Public Instruction</p>

**PUBLIC SAFETY ANNEX**  
**Functional Coordinator: Highway Patrol**

**PURPOSE:** To provide for the protection of life and property and the maintenance of law and order during emergency or disaster situations.

<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"> <li>• Activate public safety staff</li> <li>• Dispatch emergency public safety and rescue resources</li> <li>• Coordinate law enforcement support to local government, to include law and order, security and traffic control</li> <li>• Provide law enforcement support resources</li> </ul>	Highway Patrol State Radio  Highway Patrol  Corrections & Rehabilitation Criminal Investigation Forest Service Game & Fish Highway Patrol National Guard Parks & Recreation
<ul style="list-style-type: none"> <li>• Provide urban or rural fire support resources</li> </ul>	Aeronautics Commission Fire Marshal Forest Service Game & Fish National Guard Parks & Recreation
<ul style="list-style-type: none"> <li>• Support public safety by providing emergency signs, regulatory devices, barricades and alternate traffic routes</li> <li>• Coordinate state search and rescue support to local government</li> <li>• Provide search and rescue support resources</li> </ul>	Highway Patrol State Radio Transportation Emergency Management  Civil Air Patrol Corrections & Rehabilitation Criminal Investigation Forest Service Game & Fish Highway Patrol National Guard Parks & Recreation State Radio

<b>PUBLIC SAFETY ANNEX</b> (continued)	
<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"> <li>• Ensure liaison with appropriate federal public safety agencies</li> <li>• Coordinate evacuation support to local and tribal governments</li> <li>• Provide evacuation support to local and tribal governments</li> <li>• Provide technical assistance and coordinate support to local and tribal governments for victim identification and related recordkeeping</li> <li>• Implement emergency highway traffic regulations</li> <li>• Provide public safety-related public information through the Joint Information Center</li> <li>• Provide for the protection and welfare of state offenders confined to state facilities during emergency or disaster situations</li> <li>• Coordinate public safety support for terrorism/ weapons of mass destruction incidents</li> <li>• Provide public safety support for terrorism/ weapons of mass destruction incidents</li> <li>• Ensure timely operation of court proceedings To address criminals, crime and disposition of other legal issues resulting from emergency or disaster situations.</li> <li>• Monitor and review security plans developed by public use ariports, private airstrips and aerial applicators</li> </ul>	Functional and Task Coordinators Emergency Management  Highway Patrol Human Services National Guard Public Instruction Transportation Criminal Investigation Health  Highway Patrol Transportation Functional and Task Coordinators Corrections & Rehabilitation  Highway Patrol  Criminal Investigation Fire Marshal National Guard State Radio Judiciary  Aeronautics Commission
<i>Task listing continues on page 22.</i>	

## **PUBLIC SAFETY ANNEX**

(continued)

<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"><li>• Activate statewide AMBER (America's Missing Broadcast Emergency Response) Alerts</li><li>• Support activation of statewide AMBER Alerts</li></ul>	Highway Patrol  Aeronautics Commission Criminal Investigation Emergency Management Information Technology State Radio Transportation

<p style="text-align: center;"><b>COMMUNICATIONS ANNEX</b>  <b>Functional Coordinator: State Radio</b></p> <p>PURPOSE: To provide a communications network for receiving and transmitting emergency or disaster information among all levels of government.</p>	
<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"> <li>• Activate communications staff</li> <li>• Provide support for alerting emergency operations staff</li> <li>• Provide communications between the emergency or disaster scene and the State Emergency Operations Center</li> <li>• Provide on-scene emergency or disaster communications based on state and local government requests</li> <li>• Activate sources of supplemental communications to support the existing state radio system</li> <li>• Provide supplemental communications to support the existing state radio systems</li> </ul>	<p>State Radio</p> <p>State Radio</p> <p>State Radio</p> <p>Emergency Management National Guard Parks &amp; Recreation State Radio State Radio</p> <p>Civil Air Patrol Corrections and Rehabilitation Emergency Management Facility Management Forest Service Health Historical Society Human Services National Guard Parks &amp; Recreation State Radio Transportation</p> <p>Emergency Management</p>
<ul style="list-style-type: none"> <li>• Coordinate and provide communication between the State Emergency Operations Center and the federal government</li> <li>• Install and maintain state emergency or disaster communications systems</li> <li>• Provide communications-related public information through the Joint Information Center</li> </ul>	<p>Transportation</p> <p>Functional and Task Coordinators</p>

<b>TRANSPORTATION ANNEX</b> <b>Functional Coordinator: Department of Transportation</b> PURPOSE: To provide a coordinated effort for maintenance, replacement and/or repair of transportation facilities and services during an emergency or disaster situation	
<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"> <li>• Activate transportation staff</li> <li>• Coordinate emergency repair and construction of transportation systems and debris/snow removal</li> <li>• Support emergency repair and construction of transportation systems, and debris/snow removal</li> <li>• Ensure liaison with appropriate transportation federal agencies</li> <li>• Provide technical transportation support to local and tribal governments</li> <li>• Implement emergency highway traffic regulations</li> <li>• Alert the public to transportation-related hazards</li> <li>• Provide transportation resources for movement of state and local emergency personnel, supplies and equipment</li> <li>• Coordinate air flights in support of emergency operations (movement of resources, air and ground reconnaissance)</li> <li>• Provide aircraft support for emergency operations</li> </ul>	Transportation Transportation  Geological Survey National Guard Transportation  Functional and Task Coordinators  Functional and Task Coordinators  Highway Patrol Transportation  Emergency Management Highway Patrol State Radio Transportation  Game & Fish Highway Patrol National Guard Parks & Recreation Transportation Civil Air Patrol    Aeronautics Commission Civil Air Patrol Criminal Investigation Game & Fish Highway Patrol National Guard Transportation

## TRANSPORTATION ANNEX

continued

TASK/RESPONSIBILITY	TASK COORDINATOR
<ul style="list-style-type: none"><li>• Ensure liaison with appropriate federal transportation agencies</li><li>• Coordinate construction resources to respond to transportation-related emergencies or disaster</li><li>• Monitor statewide fuel inventories</li><li>• Provide transportation-related public information through the Joint Information Center</li></ul>	Transportation  Transportation  Community Services Functional and Task Coordinators

**PUBLIC WORKS AND ENGINEERING ANNEX**  
**Functional Coordinator: Water Commission**

**PURPOSE:** To provide a coordinated effort for maintenance, replacement and/or repair of engineering and public works facilities and services during an emergency or disaster situation.

<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"> <li>• Activate engineering and public works staff</li> <li>• Coordinate emergency repair and construction of engineering and public works facilities, and debris removal from public property</li> <li>• Support emergency repair and construction of engineering and public works facilities and services and debris removal from public property</li> <li>• Provide technical engineering and public works support to local governments</li> <li>• Interpret flood forecasting with state, local, tribal and federal authorities</li> <li>• Ensure liaison with appropriate federal engineering and public works agencies</li> <li>• Coordinate construction resources to respond to engineering- and public works-related emergency or disaster situations</li> <li>• Coordinate emergency dam safety needs for non-federal dams</li> <li>• Assist with emergency or disaster issues related to public water and sewer systems</li> <li>• Provide public works-related public information through the Joint Information Center</li> <li>• Coordinate inspections of premises where damage to electrical equipment has occurred</li> </ul>	<p>Water Commission Water Commission</p> <p>Forest Service Game and Fish Geological Survey National Guard Parks and Recreation Transportation</p> <p>Functional and Task Coordinators Geological Survey Water Commission Functional and Task Coordinators Health Transportation Water Commission Water Commission</p> <p>Health Plumbing Board Functional and Task Coordinators Electrical Board</p>



<b>WARNING ANNEX</b> <b>Functional Coordinator: State Radio</b> <b>PURPOSE:</b> To establish procedures and provide a network for dissemination of emergency and disaster warnings.	
<b>TASK/RESPONSIBILITY</b>	<b>TASK COORDINATOR</b>
<ul style="list-style-type: none"> <li>• Activate the warning staff</li> <li>• Assist in alerting and activating the functional and task coordinators</li> <li>• Disseminate alerts and warnings via multiple communications systems</li> <li>• Disseminate the “All Clear” message</li> <li>• Test the National Warning System (NAWAS)</li> <li>• Implement the Emergency Alert System (EAS) to disseminate emergency public information</li> <li>• Disseminate AMBER (America's Missing: Broadcast Emergency Response) Alerts</li> <li>• Support activation of statewide AMBER Alerts</li> </ul>	State Radio State Radio Emergency Management State Radio State Radio Emergency Management State Radio Emergency Management Governor State Radio  Aeronautics Commission Criminal Investigation Emergency Management Highway Patrol Information Technology Transportation

## **ACRONYMS/ABBREVIATIONS**

**DEM** - Division of Emergency Management

**DFO** - Disaster Field Office

**DRC** - Disaster Recovery Center

**EAS** - Emergency Alert System

**EMAC** - Emergency Management Assistance Compact

**EOC** - Emergency Operations Center

**EOP** - Emergency Operations Plan

**ESF** - Emergency Support Function

**FC** - Functional Coordinator

**FCO** - Federal Coordinating Officer

**FRP** - Federal Response Plan

**GAR** - Governor's Authorized Representative

**JIC** - Joint Information Center

**OSC** - On-Scene Coordinator

**SCO** - State Coordinating Officer

**TC** - Task Coordinator

## GLOSSARY

**applicant briefings** - See public officials' briefings.

**Basic Document** - The Basic Document gives an overview of responsibility for the Emergency Operations Plan (EOP). It outlines legal authorities, concepts of operations, assumptions and department or agency responsibility.

**disaster** - The occurrence of widespread or severe damage, injury or loss of life or property resulting from any natural or technological cause determined by the Governor to require state and/or federal assistance or actions to supplement the recovery efforts of local governments in alleviating damage, loss, hardship, economic impact or suffering.

**Disaster Field Office (DFO)** - A central facility established by the Federal and State Coordinating Officers within or immediately adjacent to disaster-impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations, to include a Federal-State Joint Information Center (JIC).

**Disaster Recovery Center (DRC)** - A facility jointly established by the Federal and State Coordinating Officers within or adjacent to disaster-impacted areas to provide disaster victims a "one-stop" service in obtaining information on emergency and/or recovery benefits. It will usually be staffed by representatives of local, tribal, state and federal governmental agencies, volunteer agencies and representatives of the private sector.

**emergency** - Any situation determined by the Governor to require state and/or federal response or mitigation actions to immediately supplement local governments to protect lives and property and the environment, to provide for public health and safety or to avert or lessen the threat of a disaster.

**Emergency Alert System (EAS)** - The Emergency Alert System (EAS) permits federal, state, tribal and local governments to communicate emergency instructions and essential information to the public during emergencies through commercial and public radio and television broadcast stations and cable television systems. The EAS provides an organized means for public officials to rapidly disseminate emergency information intended to reduce loss of life and property, and to promote rapid recovery in the event of a natural disaster, a manmade disaster or an attack on the nation.

**Emergency Management Assistance Compact (EMAC)** - A formalized agreement among many states, including North Dakota, to provide mutual assistance to participating states during emergencies or disasters. The agreement sets the parameters for requesting assistance from other states and ensuring prompt, full and effective utilization of other states' resources. Through the EMAC, participating states agree to provide mutual cooperation in emergency-related exercises, testing and other training activities.

**emergency management** - A comprehensive integrated system at all levels of government and in the private sector providing for the development and maintenance of an effective capability to mitigate, prepare for, respond to and recover from known and unforeseen hazards or situations caused by an act of nature or man, which may threaten, injure, damage or destroy lives, property or the environment.

**Emergency Operations Center (EOC)** - A protected location in which representatives of various departments or agencies of government exercise centralized coordination and control to ensure an effective response to an emergency or disaster situation.

**Emergency Operations Plan (EOP)** - A multi-hazard plan, consisting of ten (10) functional annexes, detailing responsibility for carrying out specific actions. It details who is responsible for carrying out specific actions and identifies personnel, equipment, facilities, supplies and other resources available for use. The EOP also outlines how all actions will be coordinated by state, federal and local governments and volunteer agencies to protect lives, property and the environment.

**Emergency Support Function (ESF)** - A functional area of response activity within the Federal Response Plan, established to facilitate the delivery of federal assistance.

**Federal Coordinating Officer (FCO)** - The individual appointed by the President to coordinate federal assistance following a presidentially-declared emergency or disaster.

**Federal Response Plan (FRP)** - A multi-hazard plan based on functional areas that define the roles and responsibilities of federal agencies after a presidentially-declared disaster.

**functional annex** – A functional area of response activity with the State EOP that contains procedures, policies and reference material from state departments and agencies.

**Functional Coordinator (FC)** - The department or agency with primary overall responsibility for coordinating tasks within each functional annex of the State EOP.

**Governor's Authorized Representative (GAR)** - The individual named by the Governor in a Federal/State Agreement to execute, on behalf of the state, all necessary documents for disaster assistance following the declaration of a presidentially-declared emergency or major disaster, including certification of applications for individual and/or public assistance.

**hazardous substance** - A hazardous material or hazardous waste that poses a substantial, present or potential hazard to health, safety or the environment when spilled or improperly treated, stored, disposed of or managed.

**Joint Information Center (JIC)** - A central clearinghouse established by state and federal agencies for dissemination of public information and for addressing media concerns.

**mitigation** - To eliminate or lessen the effects of a hazard, or prevent or reduce the possibility of an emergency or disaster situation.

**On-Scene Coordinator (OSC)** - The individual appointed by the State Coordinating Officer (SCO) who is dispatched to the emergency or disaster scene to provide liaison between officials at the scene and the State EOC.

**Presidential Emergency** - Any catastrophe that requires federal emergency assistance to supplement state, tribal and local efforts to save lives and protect property and the environment, to provide for public health and safety or to avert or lessen the threat of a disaster.

**Presidential Major Disaster** - Any catastrophe, determined by the President, that causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of state, tribal and local governments and volunteer agencies in alleviating damage, loss, hardship, economic impact or suffering.

**public officials' briefings** – Sometimes referred to as applicant briefings. Briefings held for representatives of impacted jurisdictions to advise them of the types of assistance programs available, the manner in which the assistance will be made available and any administrative requirements necessary to facilitate the assistance. These briefings are held if a Presidential Emergency or Major Disaster is declared.

**resource library** – A collection of materials that support each functional annex.

**Situation Report** – A report that describes an emergency or disaster situation as it develops. These reports describe damages, response actions and resources provided by local, tribal, state and federal governments and volunteer organizations.

**State Coordinating Officer (SCO)** - The individual appointed by the Governor to coordinate all state emergency operations as outlined in the State EOP. The SCO will act on behalf of the Governor in coordinating with the FCO following a presidentially-declared emergency or disaster.

**Task Coordinator (TC)** - The department or agency with responsibility for carrying out individual tasks/responsibilities within each functional annex.

**vital records** - Records necessary to assure continuity of government.

## Relationship Between State and Federal Response Plans

In the State Emergency Operations Plan, significant responsibilities common to emergencies and disasters are grouped into ten (10) areas, called functional annexes. The Federal Response Plan (FRP) has twelve (12) functional areas, called Emergency Support Functions (ESF). Relationships between the state and federal plans are outlined on the chart below.

<b>N.D. State Emergency Operations Plan State Functional Annexes and Functional Coordinators</b>	<b>Federal Response Plan Emergency Support Function and Primary Agency</b>
Administration – <i>N.D. Emergency Management</i>	<b>ESF 5:</b> Information & Planning – Federal Emergency Management Agency (FEMA) <b>ESF 7:</b> Resource Support – General Services Administration (GSA)
Communications – <i>N.D. State Radio Communications</i>	<b>ESF 2:</b> Communications – National Communications System <b>ESF 7:</b> Resource Support – GSA
Coordination and Control – <i>N.D. Emergency Management</i>	<b>ESF 5:</b> Information & Planning – FEMA <b>ESF 7:</b> Resource Support – GSA <b>ESF 9:</b> Urban Search and Rescue – FEMA <b>ESF 10:</b> Hazardous Materials – Environmental Protection Agency (EPA) <b>ESF 12:</b> Energy – Department of Energy (DOE)
Damage Assessment – <i>N.D. Emergency Management</i>	<b>ESF 5:</b> Information & Planning – FEMA <b>ESF 7:</b> Resource Support – GSA
Health and Medical – <i>N.D. Department of Health</i>	<b>ESF 6:</b> Mass Care – American Red Cross <b>ESF 7:</b> Resource Support – GSA <b>ESF 8:</b> U.S. Health & Medical Services – U.S. Health and Human Services (HHS), U.S. Public Health Service (PHS) <b>ESF11:</b> Food – U.S. Department of Agriculture (USDA)

<b>N.D. State Emergency Operations Plan</b> <b>State Functional Annexes and Functional Coordinators</b>	<b>Federal Response Plan</b> <b>Emergency Support Function and Primary Agency</b>
Individual and Family Assistance – <i>N.D. Department of Human Services</i>	<b>ESF 6:</b> Mass Care – American Red Cross <b>ESF 7:</b> Resource Support – GSA <b>ESF 8:</b> Health & Medical Services – HHS, PHS <b>ESF11:</b> Food – USDA
<i>Public Safety – N.D. Highway Patrol</i>	<b>ESF 4:</b> Firefighting – USDA - Forest Service <b>ESF 7:</b> Resource Support – GSA <b>ESF 8:</b> Health and Medical Services–HHS, PHS <b>ESF 9:</b> Urban Search & Rescue – FEMA
Public Works and Engineering – <i>N.D. State Water Commission</i>	<b>ESF 10:</b> Hazardous Materials – EPA <b>ESF 3:</b> Public Works & Engineering – Department of Defense (DOD) and U.S. Army Corps of Engineers (USACE) <b>ESF 7:</b> Resource Support – GSA <b>ESF 8:</b> Health & Medical Services– HHS, PHS
Transportation – <i>N.D. Department of Transportation</i>	<b>ESF 1:</b> Transportation – U.S. Department of Transportation <b>ESF 7:</b> Resource Support – GSA
Warning – <i>N.D. State Radio Communications</i>	<b>ESF 5:</b> Information & Planning – FEMA

